



Maldives Civil Aviation Authority
Advisory Pamphlet for
Approved Training Organization
Certification

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1. Introduction

This advisory pamphlet outlines the steps and requirements for obtaining an Approved Training Organisation (ATO) certificate. It aims to guide prospective ATO applicants through the certification process, highlighting the key phases and documentation requirements to ensure a smooth application and approval process.

2. Applicable Regulations

As part of the certification process, applicants must demonstrate knowledge of and compliance with relevant regulations. It is essential that the organization is familiar with the specific rules that apply to its scope of application.

Applicants must ensure that key personnel have access to and understand the regulations relevant to their roles. During the certification process, the CAA will assess compliance based on submitted documents, procedures, and organizational structure.

Below is a list of regulatory frameworks that applicants are expected to understand and comply with:

- Maldives Civil Aviation Regulations (MCARs)
- MCAR Aircrew Regulations
- CAAP-Aircrew (AMC/GM)
- Relevant Implementing Standards and Advisory Circulars issued by the CAA
- Additional guidance documents as applicable

3. ATO Approval Process

ATO certification process consists of the following phases:

1. **Pre-Application Phase**
2. **Formal Application Phase**
3. **Document Evaluation Phase**
4. **Technical Investigation Phase**
5. **Certification and Issuance Phase**

A. PRE-APPLICATION PHASE

Initial Contact

Applicants should contact the Maldives Civil Aviation Authority (CAA) as early as possible to express their intent to apply for an ATO certificate. This enables the CAA to provide guidance on eligibility, documentation, and timelines.

Pre-Application Meeting

A pre-application meeting is recommended to discuss the certification process, key requirements, and expected documentation. During this meeting, the CAA may provide an application information package to assist applicants in preparing their formal application.

B. FORMAL APPLICATION PHASE

a. Submission of Application

Applicants must submit:

- Application Form [CAA Form 2116 "APPLICATION FOR AN APPROVED TRAINING ORGANISATION AND CHANGE OF COURSE APPROVAL"](#)
- Certificate of Incorporation (showing Principal Place of Business).
- Management System Documentation (Safety Management System and Compliance Monitoring).
- Operations Manual.
- Training Manual(s).
- Details of Nominated Persons (resumes and license information).
- Proposed list of instructors.
- Information on aircraft and/or FSTDs.
- Training site details (including floor plans, if applicable).
- Statement of Compliance (cross-reference table showing compliance with Part-ORA requirements).

b. Business Plan (if requested)

Depending on the scale of the operation, the CAA may request a business plan outlining the proposed training activities.

c. Application Review

The CAA will review the application package for completeness and assign a technical team to begin the evaluation process.

C. DOCUMENT EVALUATION PHASE

CAA technical team will evaluate all submitted documentation, including:

- Management System Documentation
- Operations and Training Manuals
- Personnel qualifications
- Compliance with regulatory requirements
- The details of the proposed Nominated Persons, along with their résumés and license information where relevant
- The proposed list of instructors
- Details on proposed training aircraft, as applicable
- Details on proposed FSTDs, as applicable
- Details on proposed training locations and sites, including specifications of the various locations and floorplans, as applicable

Any deficiencies identified will be communicated to the applicant in writing, and corrective actions must be completed before proceeding.

D. TECHNICAL INVESTIGATION PHASE

After the Document Evaluation Phase, the CAA will initiate the Technical Investigation Phase. This phase involves an on-site audit to confirm that the applicant can effectively implement the processes and procedures described in its submitted documentation and that it is operationally ready to deliver training in accordance with regulatory requirements.

During the on-site audit, the CAA team will:

- Verify the implementation of the management system and documented processes
- Review personnel qualifications and training
- Inspect facilities, equipment, and aircraft/FSTD readiness
- Observe training delivery processes and conduct interviews with key personnel

The on-site audit places particular emphasis on ensuring that the documented systems are practically applied and consistently maintained within the organisation's daily operations.

In addition to the on-site audit, the CAA will also evaluate the applicant's overall readiness and capability to conduct ATO operations based on the following factors:

- Submitted documentation
- Organisational structure
- Operational and maintenance systems
- Facilities and key personnel

The assessment criteria will include:

- Adequacy and structure of the organisation
- Qualifications and experience of nominated postholders
- Completeness and quality of manuals and procedures
- Implementation of a Safety Management System (SMS)
- Maintenance control procedures
- Financial viability and long-term sustainability
- Legal status and eligibility for ATO issuance

This phase ensures that the organisation is fully prepared to meet its obligations as an Approved Training Organisation and can consistently maintain the required standards.

E. CERTIFICATION AND ISSUANCE PHASE

Upon satisfactory completion of all phases of the certification process, the CAA will proceed to the Certification Phase. During this phase, the CAA will prepare and issue the ATO Certificate, which formally authorises the organisation to conduct training operations.

The ATO Certificate will be accompanied by Training program approval (Course Approval) that clearly outline the scope of the organisation's approval. These Training Specifications will define:

- The authorised training courses and FSTDs
- Any applicable limitations
- Specific privileges granted to the organisation

It is essential that the ATO complies fully with the terms and conditions set forth in the ATO Certificate and its Training Specifications. This includes adhering to all approved training programmes, management structures, and procedures.

Any proposed changes—such as changes to the management structure, addition of new training courses, or applications for additional approvals—must be submitted to the CAA for prior review and approval. The CAA will evaluate such changes to ensure that the organisation continues to meet the regulatory requirements and maintain a high standard of safety and compliance.

This phase ensures that the ATO is fully authorised to commence operations in accordance with the approved scope and that ongoing oversight can be effectively applied to maintain compliance and safety standards.

9. CONTINUOUS OVERSIGHT

Once the ATO Certificate has been issued, the organisation will enter the Continuous Oversight phase. During this phase, the CAA will maintain ongoing surveillance of the ATO to ensure that it continues to operate in compliance with regulatory requirements and maintains the highest standards of safety and quality in training delivery.

The CAA's continuous oversight activities will include:

- **Risk-Based Oversight (RBO) methodology:** The CAA will apply a risk-based approach to determine the frequency, scope, and focus of oversight activities based on the organisation's risk profile and compliance history.
- **Regular meetings and audits:** The CAA will schedule periodic meetings and conduct audits, which may be carried out on-site or remotely, to review the ATO's operations and compliance.
- **Reviews of documentation, instructor qualifications, and training delivery:** The CAA will assess submitted documents, monitor instructor qualifications and currency, and review training delivery to ensure adherence to approved standards and procedures.
- **Inspections:** The CAA may perform scheduled and unannounced inspections to verify that the ATO is consistently implementing its approved management system and training processes effectively.

Through continuous oversight, the CAA ensures that the ATO maintains a safe, compliant, and effective training environment. The ATO is responsible for addressing any findings or corrective actions identified during oversight activities in a timely and effective manner to demonstrate ongoing compliance.

10. APPLICATION FOR CHANGE

All changes as detailed in ORA.GEN.130 (a) & (b) require completion of a CAA Form 2116 Change of Course Approval. Any change to points listed in FORMAL APPLICATION PHASE shall be considered and documentation submitted along with the application. The Application form shall be sent directly to CAA email ops@caa.gov.mv. 11. KEY CONSIDERATIONS

- **Changes Requiring Prior Approval:** Significant changes (e.g., new locations, courses, FSTD additions) require prior approval.
- **Changes Not Requiring Prior Approval:** Minor updates (e.g., instructor lists, editorial manual changes) must be managed through the ATO's management system and notified to CAA.
- **Contracted Activities:** Activities performed by other organizations must be clearly described in manuals and controlled within the Safety and Compliance Monitoring Systems.
- **Occurrence Reporting:** Mandatory reporting, with follow-up and feedback integrated into the SMS.
- **Personnel Requirements:** Nominated Persons must meet defined competency requirements as outlined in Part-FCL and Part-ORA.

4. Contact Information

For inquiries regarding ATO certification, variations to ATO or any ATO-related matters, please contact:

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